

NJGPA

New Jersey Graduation Proficiency Assessment

2023 Test Administrator Script for Paper-Based Testing

NJGPA English Language Arts

The 2023 Test Administrator Script for Paper-Based Testing must be used with the *Spring 2023 Test Administrator Manual*.

ELA Component of NJGPA PBT 2023

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Using the Test Administrator Script

The administration script in this document will be used for all units of the English Language Arts (ELA) component of NJGPA. The script must be used with the *Spring 2023 Test Administration Manual*. On the first read through, Test Administrators (TAs) are required to adhere to this script for administering the ELA component of NJGPA. Read word-for-word the bold instructions in each “**Say**” box to students. Do not modify or paraphrase the wording in the “**Say**” boxes. Some of the “**Say**” boxes are outlined with a dashed line and should **only** be read aloud if they are applicable to the students testing. Some directions may differ slightly by unit and are noted within the administration script. Text that is outside the “**Say**” boxes includes directions for TAs to follow and should not be read to students.

ELA Component of NJGPA Testing Times and Materials – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 2	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
Unit 3 (if applicable)	90 minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. To verify student accessibility features and accommodations, reach out to your School Test Coordinator (STC). Refer to **Section 6.2** of the *Spring 2023 Test Administrator Manual* for further instructions on how to check accessibility features and accommodations.

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Test Administrator Script

Instructions for Preparing to Test

Deklarasyon:	<p>Jodi a, ou pral pase pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Ou pa ka gen aparèy elektwonik ki pa apwouve sou biwo ou. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparey elektwonik ki pa apwouve nan men ou kounye a, tankou telefon selilè ak aparèy Bluetooth (kask oswa mikwofòn), tanpri etenn yo epi leve men ou. Si yo jwenn ou ak aparèy elektwonik ki pa apwouve pandan tès la, yo ka pa korije tès ou a.</p>
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If a student raises their hand, collect the electronic device (or follow the school/district policy) and store it until testing for all students has been completed and all secure materials have been collected. Certain electronic devices may be allowed for accommodation purposes only during testing. Please contact your STC immediately if there are questions regarding electronic devices.

Deklarasyon:	<p>Tanpri chita trankil pandan m ap distribye materyèl egzamen an.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility and accommodations tools, if needed, for certain students. Then, distribute test booklets.

Deklarasyon:	<p>Pou Inite 1: Ekri prenon ou ak non fanmi w anlè tiliv egzamen an.</p> <p>Pou Inite 2: Verifye pou w asire w prenon w ak non fanmi w ekri anlè Tiliv egzamen w lan.</p>
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Make sure all students have written their names on the Unit 1 test booklet. If necessary, assist students with making sure they are using the test booklet that belongs to them.

Instructions for Administering Each Unit

Deklarasyon:	<p>Sèvi ak etikèt sou arebò paj la, ouvri ti liv tès la nan premye paj evalyasyon____ (mete evalyasyon ki apwopriye a) epi swiv toupandan m ap li konsiy yo. Pa vire paj la jouk lè mwen di w pou fè sa.</p> <p>Jodi a, ou pral pase tès ____ (mete tès ki apwopriye a) nan pati Lang Anglè ak Literati nan evalyasyon konpetans gradyasyon.</p> <p>Li chak paragaf ak kesyon yo. Epi, swiv konsiy yo bay pou reponn chak kesyon. Antoure repons lan oswa repons ou te chwazi nan tiliv egzamen ou. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.</p> <p>Youn nan kesyon yo pral mande pou w ekri yon repons. Ekri repons ou nan espas yo ba ou nan tiliv egzamen an. Veye pou repons ou a pa depase espas yo bay la. Y ap korije sèlman repons ki ekri nan espas yo bay la.</p> <p>Si w pa konnen repons pou yon kesyon, ou ka pase nan kesyon ki vin annapre a. Si w fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn SÈLMAN nan evalyasyon sa a. Pa fè anyen lè yo mande kanpe.</p>
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Deklarasyon:	<p>Nou fini avèk enstriksyon yo nan ti liv tèss ou a.</p> <p>Lè w wè siy “Go on” nan Tiliv egzamen w la, ou ka ale nan paj apre a. Lè w rive nan siy “STOP” nan tiliv egzamen w lan, pa kontinye jouk lè nou mande w pou fè sa.</p> <p>Si ou fini bonè epi ou tcheke travay ou nèt nan inite sa a, leve men ou epi m ap pran materyèl egzamen ou. Depi mwen pran materyèl egzamen ou, ou pa kapab genyen yo ankò.</p>
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Read from Option A, B, or C based on local policy (contact your STC with any questions).

Deklarasyon:	<p>Chwa A:</p> <p>Aprè mwen fin ranmase materyèl egzamen yo, tanpri chita trankil jouk lè evalyasyon an fini.</p> <p>Chwa B:</p> <p>Aprè mwen fin pran materyèl egzamen ou yo, m ap voye ou ale.</p> <p>Chwa C:</p> <p>Aprè mwen fin pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè evalyasyon an fini.</p>
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Deklarasyon:	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

Regular time:

Deklarasyon:	<p>W ap gen 90 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</p> <p>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</p>
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For extended time students only:

If students are testing with extended time accommodations, it may be necessary to adjust the amount of time students will have to complete this unit. Refer to the students’ accommodations.

Deklarasyon:	<p>Chwa A:</p> <p>W ap gen _____ èdtan pou fini tèss sa a. M ap fè ou konnen lè ou gen _____ minit ki rete pou fini egzamen an. Ou ka kòmanse travay kounye a.</p> <p>Chwa B:</p> <p>Ou ka pran tout tan w gen bezwen pou w fini inite sa a, jiskaske jounen eskolè a fini. M ap fè ou konnen lè gen _____ minit ki rete. Ou ka kòmanse travay kounye a.</p>
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Write the starting time and stopping time in the timing box (**Figure 2.0** of the *Spring 2023 Test Administrator Manual*, Timing Box Example). Actively proctor while students are testing:

- Redirect students as necessary (**Section 2.9.1**).
- Collect test materials as students complete testing (**Section 2.10**).
- If students have questions about an item, tell them, “Do the best you can.” (**Section 2.8**)
- If students indicate that a test item seems irregular, refer to **Section 7.3.1**.

Instructions for Taking a Break during Testing

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes is allowed for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks are allowed during testing (do not adjust stop time except for students who have frequent breaks in accordance with row 2f of Table 2, Administrative Considerations, in the [Accessibility Features and Accommodations Manual](#)).

TAs must adhere to the following security measures:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- Students are **not permitted to talk to each other** during testing or during breaks.
- Students are **not permitted** to use unauthorized electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand-and-stretch break during the unit:

Deklarasyon:	Tanpri sispann egzamen an. Mete fèy bouyon ou nan tiliv egzamen ou, epi fèmen tiliv egzamen an. Nou pral pran yon pèòz an silans pandan twa minit. Li entèdi pou moun pale.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Deklarasyon:	Louvri tiliv egzamen w lan epi kontinye tès la.
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Continue to actively proctor while students are testing.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain (**Note:** Do not read the following text to students with an extended time accommodation.):

Deklarasyon:	Ou gen 10 minit ki rete.
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Instructions for Ending the Unit

When the unit time is finished, read the following (optional) “Say” box if there are students still actively testing.

Deklarasyon:	Sispann travay. Kounye a, tan yo te bay pou tès la fini. Fèmen tiliv egzamen w lan. Tcheke si non ou ekri nan tiliv egzamen an. Mwen pral ranmase materyèl egzamen an.
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- Collect all test materials.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If more than one unit is being administered on the same day, allow students to take a short break (e.g., restroom break or stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the appropriate script to move on to the next unit.